

**SEARCH COMMITTEE MEETING MINUTES
BOARD OF GAME AND INLAND FISHERIES
4000 WEST BROAD STREET
RICHMOND, VIRGINIA**

JUNE 7, 2005, 8:30 a.m.

PRESENT: John Montgomery, Chairman, Charles S. Yates, Jimmy Hazel, Sherry Crumley; **ABSENT:** Will McNeely, Cecil T. Campbell; **Senior Staff,** Colonel Massengill, Charlie Sledd, Gary Martel, David Whitehurst, Ray Davis, Virgil Kopf, Vicki Krisnitski

Chairman Montgomery called the meeting to order at 8:50. A quorum was not present.

In his opening remarks, Mr. Montgomery indicated that Mark Duda with Responsive Management had been contacted and he had indicated that he was willing to assist the Board with the search for a new agency director. Because of weather-related travel delays, Mr. Duda was not present.

Committee members noted that Mr. Duda had written a letter supporting the former Director, William L. Woodfin, Jr., and some members questioned whether it would be wise to use his services to find the next director. As a result, Committee members asked senior staff to identify and provide information to them on other professional organizations qualified to assist with the effort. They were also requested to send committee members a listing of professional journals to use to advertise the position vacancy. The Committee requested this information by June 14, 2005.

Colonel Massengill indicated that senior staff would be available to assist the Board with its search efforts.

Carol Rauschberg with the Department of Human Resources Management (DHRM) offered the assistance of DHRM's Resource Center to the Board. She offered the assistance of DHRM in development of the screening criteria, as well as receiving resumes submitted for the position. She advised the Committee that it is not the practice of state government to pay for consultant services to locate candidates for position vacancies. She encouraged the Committee members to have the services of a consultant donated if the decision was made to engage a consultant to assist with the selection of an agency director.

Ms. Rauschberg provided Committee members with copies of an employee work profile for the director's position and a job announcement that was used in a prior search for the agency director. She advised the Committee to widely advertise the vacancy

announcement and to involve agency staff through an input process. She also suggested that the committee solicit constituent input. Committee members felt strongly that the interim director should be involved in the process.

The Committee questioned whether it would be more difficult to locate a suitable candidate since the current Governor's term will end in January 2006. The Committee was advised to seek the advice of the gubernatorial candidates once it has identified its top candidates.

The Committee discussed how best to begin the search for the new director, how to involve staff and how to involve constituent groups. They suggested that staff begin to assemble a listing of constituent groups. Once a vacancy announcement has been finalized, staff was requested to have an appropriate press release prepared for distribution conjunction for the June 23, 2005 Board meeting. It was also felt that the vacancy announcement should be placed on the Department's website

The Committee requested DHRM to help develop the job announcement and once the draft is available, it is to be sent to each Committee member for review.

The next meeting of the Search Committee will be June 23, 2005 at 8:00 a.m. at 4000 West Broad Street, Richmond.

The Committee felt that the job announcement should be ready for release at the June 23 meeting and that the vacancy remain open through the end of July. The timing of the search and the receipt of applications will remain flexible based on the timing of other events within the Department.

The recording secretary was requested to send Ms. Rauschberg's email address to all Board Members. Additionally, she was requested to send the draft job announcement to the full Board.

As there was no further business, the meeting was adjourned at 10:40 a.m.

Respectfully submitted,

Belle Harding
Recording Secretary